

MY PL@DET

*DELIVERERS: Managing a professional
learning event via My PL@DET*

Deliverers: Managing an Event via My PL@DET

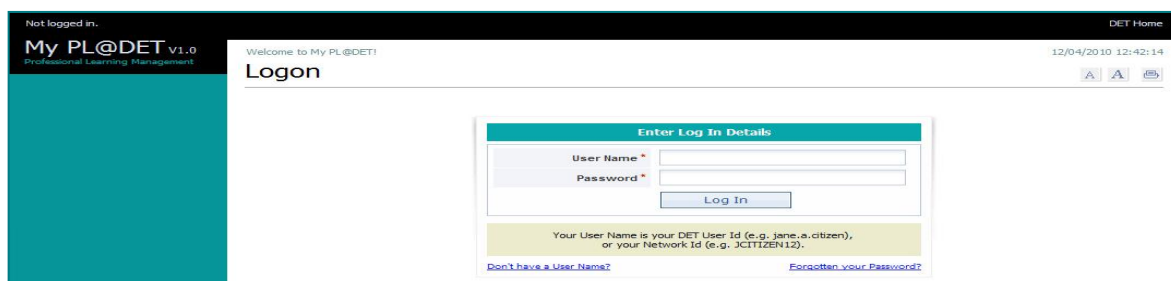
The following steps describe the process for deliverers to manage a previously scheduled course or program event through My PL@DET.

Further information about scheduling and publishing course events can be found in the user guide: *DELIVERERS: Scheduling an event via My PL@DET*.

MANAGING COURSE OR PROGRAM ENROLMENT INFORMATION

1. You can access [My PL@DET](#) through:

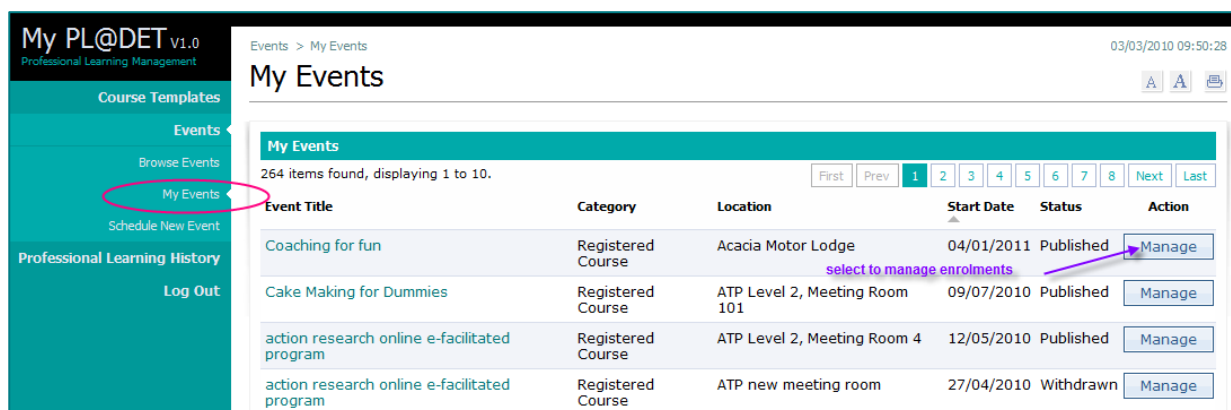
- using your DET staff portal login. Click on **My applications** and scroll down the alphabetical list to find the link to My PL@DET. Use your normal DET User ID and password to login
- accessing the Logon screen via the [Professional Learning and Leadership Development Directorate website](#) and clicking on My PL@DET in the left-hand menu
- accessing the Logon screen via the internet at www.det.nsw.edu.au/docprs/welcome.do



2. After login, click on **Events** in the left-hand menu and a detailed menu will drop down.

3. Click on **My Events** and locate the particular course event to be managed.

4. Click on the **Manage** button to open the **Manage Event** screen.



Event Title	Category	Location	Start Date	Status	Action
Coaching for fun	Registered Course	Acacia Motor Lodge	04/01/2011	Published	Manage
Cake Making for Dummies	Registered Course	ATP Level 2, Meeting Room 101	09/07/2010	Published	Manage
action research online e-facilitated program	Registered Course	ATP Level 2, Meeting Room 4	12/05/2010	Published	Manage
action research online e-facilitated program	Registered Course	ATP new meeting room	27/04/2010	Withdrawn	Manage

**Please note:**

My PL@DET will automatically log you out after a period of inactivity and any unsaved information will be lost.

MY PL@DET will autosave as you move between TABs, but it is recommended that you regularly click Save in the top right-hand corner as you add or edit information.

**5. Click on the Enrolment TAB.**

Manage Event

Event Title: aaobriendev

Deliverer Name	Geoff O'Brien	Event ID	24780
Course Category	Developed Course	Event Status	Published
Course Code	DV01132	Last Modified	05/05/2011

Details ▾
Schedule ▾
Evaluation Questions ▾
Publication ▾
Enrolment ▾
Materials ▾
Participation ▾
Evaluation ▾

Event Participants

<input type="checkbox"/>	Participant Name	School	Email	Institute Number	Status
<input type="checkbox"/>	Karen Wood	Public School	karen.woodhead@det.nsw.edu.au	1234566	Tentative ▾
<input type="checkbox"/>	Renaë Giddings	Public School			Confirmed ▾
<input type="checkbox"/>	Gregory More	Public School	Glenn.More @det.nsw.edu.au	6543211	Confirmed ▾
<input type="checkbox"/>	Anne Wood s	Public School	anne.woods @det.nsw.edu.au		Confirmed ▾

Delete Selected Enrolments
Transfer Selected Enrolments
Enrol Manually
Enrol School

Send email to selected participants
Send email to all confirmed

Enrolment Information

Application Closing Date	21-May-2010	Maximum Participants	10
Minimum Participants	1	Confirmed Participants	4
Event Status	Published		

There are three ways that enrolments can be facilitated for an event:

- participants can self-enrol through the search engine or a direct link can be provided to the enrolment form. Further information is available in the user guide: *DELIVERERS: Scheduling an event via My PL @DET*
- deliverers can enrol participants manually one person at a time by clicking on the **Enrol Manually** TAB
- deliverers can enrol participants using the **Enrol School** TAB.

**Please note:**

it is recommended that the **Enrol School** option is used if a number of staff from one school intend to complete a course or program.

Delete Selected Enrolments	Transfer Selected Enrolments	Enrol Manually	Enrol School
Send email to selected participants		Send email to all confirmed	

6. By default, participants who apply online for an event will be enrolled as **Tentative** in the course event. The five enrolment **Status** options are: Confirmed, Declined, Tentative, Waiting list or Withdrawn.
7. Confirm each participant's enrolment by clicking the drop-down menu beside each name and selecting **Confirmed**. You can also select and manage all participants concurrently by clicking the box beside the header **Participant Name** and the drop-down menu below the **Status** heading.
8. **Enrolment Application Confirmed** emails will be automatically generated and sent to each confirmed participant. The principal will also receive an email confirming each participant's enrolment.

You have now completed the necessary steps to enable enrolled participants to commence the course or program event.

**Please note:**

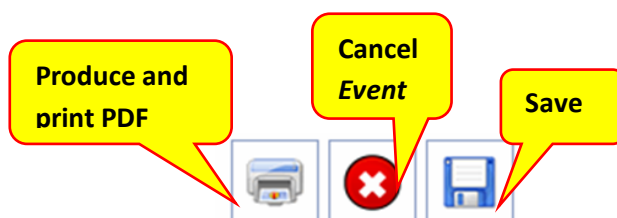
When participants have completed the professional learning and met all assessment requirements, the Deliverer will need to manage the participant completion data.

Instructions on how to *Manage Course Completion Information* are detailed on page 5.

ADDITIONAL FUNCTIONS AVAILABLE FOR DELIVERERS

Course or program event information

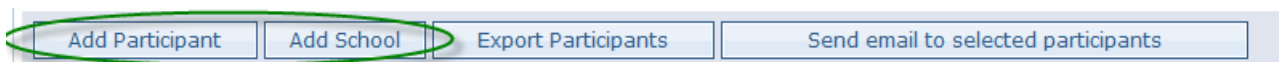
1. Click the print icon on the top right of the screen to produce and print a complete PDF package of course or program event information. The package also includes a participant sign-on sheet, name tags and evaluation forms.



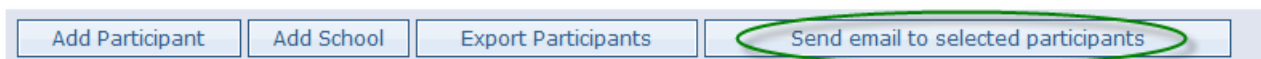
2. Click on the **Participation** TAB and **Export Participants** to produce a spreadsheet (.csv file) of all participant information. This information can be used to manage other tasks relating to the course or program event e.g. financial organisation, catering etc.



3. Click on **Add Participant** or **Add School** to manually enrol additional participants not enrolled prior to the event.



4. For users with Outlook configured for Department of Education and Communities' email, click on **Send email to selected participants** if you need to communicate further information to participants by email.

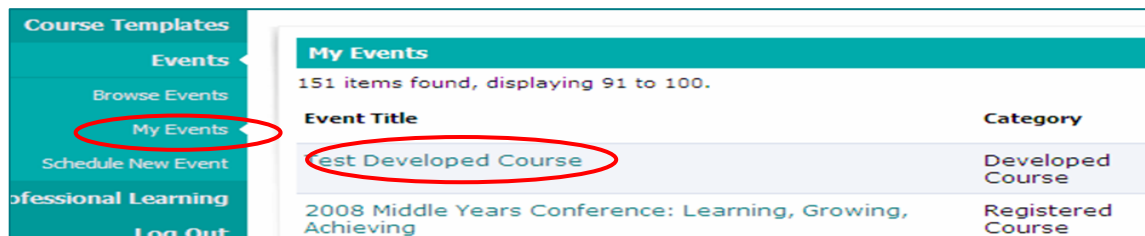


Please note that users without Outlook configured for Department of Education and Communities' email, will need to refer to the [Professional Learning and Leadership Development](#) website for further advice.

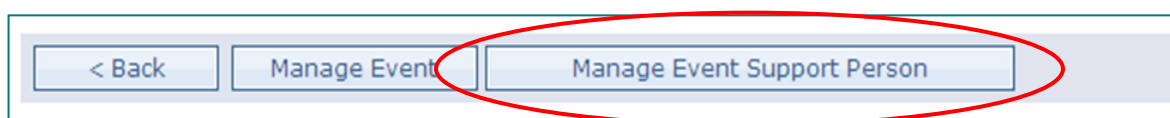
Adding supplementary event support person/s

You may require another person to be able to view and manage enrolments for your course or program event. If so, follow the following steps:

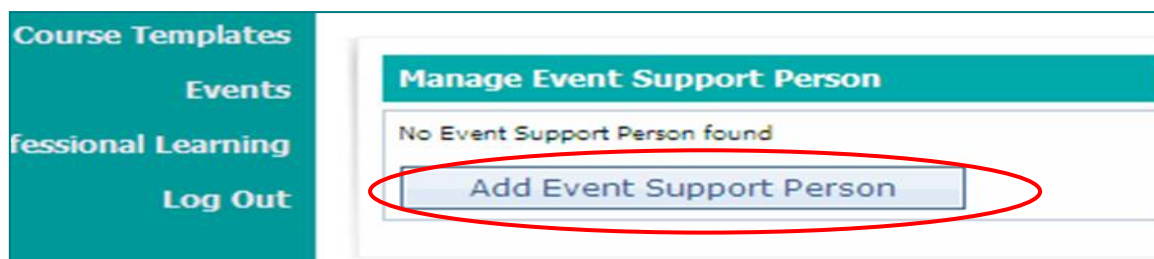
1. Return to **My Events** on the left hand navigation bar. Click the hyperlinked course in **Event Title**.



2. Click on **Manage Event Support Person** at the bottom of the screen.



3. Click **Add Event Support Person**.



4. Enter **First** and **Last Name** of the support person and click **Search**. You may need the **DET User Id** to identify the correct person.



5. Click the hyperlinked name and **Add Event Support Person**. The support person will now have full Deliverer access in My PL@DET and capacity to manage the nominated course or program event.



6. Repeat process if you wish to add other support persons to assist you in managing the course or program event.

Managing course completion information

1. When participants complete the learning and assessment requirements, login to [My PL@DET](#), click on **My Events** and locate the course or program event to be managed.
2. Click on the **Participation** TAB. There are three **Status** options available. Confirm participants' course completion by clicking on the drop-down menu beside each name and selecting **Completed** (or an alternative option if applicable). You can also select and manage all participants concurrently by clicking the box beside the header **Participant Name** and the drop-down menu below the **Status** heading.

Events > Schedule New Event 15/04/2010 12:59:42

Manage Event

Event Title: Planning a lesson sequence- Quality Teaching to support the NSW Professional Teaching Standards

Deliverer Name: Jacqueline Roarty Event Status: Published
 Course Category: Registered Course Last Modified: 15/04/2010
 Course Code: 151PLL014

Details ✓ Schedule ✓ Publication ✓ Enrolment ✓ Materials ✓ **Participation ✓** Evaluation ✓

Record Participants' Results

<input type="checkbox"/> Participant Name	School	Email	Institute Number	Status
<input type="checkbox"/> Lyn Anderson		lyn.anderson@det.nsw.edu.au		Completed
<input type="checkbox"/> Benjamin Atter	St Andrews Public School	benjamin.atter@det.nsw.edu.au	2015366	Did Not Attend
<input type="checkbox"/> Emma Bancroft	Wentworth High School	emma.bancroft@det.nsw.edu.au	2015366	Did Not Complete
<input type="checkbox"/> Karen Canning	Orange Public School	karen.canning@det.nsw.edu.au	2015375	
<input type="checkbox"/> Melissa Clark	Homeluth West Public School	melissa.clark@det.nsw.edu.au	2015372	

3. The finalised records from the **Participation** TAB generate the course completion data. Please note that this data is automatically transferred from My PL@DET to the NSW Institute of Teachers' database for new scheme teachers accredited at Professional Competence,
4. If you have chosen to use the evaluation form produced by My PL@DET, you can now proceed to the **Evaluation** TAB and enter responses.
5. Please advise participants to allow at least **10 working days** for the course completion data to be transferred to the NSW Institute of Teachers.

Using the evaluation function

1. Once the course or program has been completed, participants can log in to My PL@DET and evaluate the event online. Course deliverers can monitor who has completed the event from the **Participation** TAB in the last column.

Details	Schedule	Evaluation Questions	Publication	Enrolment	Materials	Participation	Evaluation
Record Participants' Results							
<input type="checkbox"/>	Participant Name	School	Email	Institute Number	Status	Evaluation Completed	
<input type="checkbox"/>	Lee Boyd	School	High	Lee.Boyd:2@det.nsw.edu.au	4119	completed	Yes
<input type="checkbox"/>	Samantha Coburn	School	High	Samantha.Coburn@det.nsw.edu.au	79	completed	No
<input type="checkbox"/>	Ben Coumros	High School		Benjamin.Coumros3@det.nsw.edu.au	558	completed	No

2. For users with Outlook configured for Department of Education and Communities' email, click on **Send email to selected participants** to remind them to complete the evaluation form.

Add Participant	Add School	Export Participants	Send email to selected participants
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3. Once all participants have completed their evaluations, you can generate an evaluation report that summarises and graphs the evaluation data. The evaluation report is a PDF file. The other buttons give you spreadsheet files.

Welcome back

My PL@DET v1.0
Professional Learning Information and Management

Course Templates

Events

Report

Course Evaluation Report

Event Evaluation Report

Evaluation Question Manager

My Professional Learning

Report > Event Evaluation Report

Event Evaluation Report

Enter Search Criteria

Event ID

Include Free Text ☐

Evaluation Report Extract Evaluation Data Summary Extract Evaluation Data Clear